

AMSRL- (690-700)

MEMORANDUM FOR

SUBJECT: Notice of Unacceptable Performance - Performance Improvement Plan (PIP)

1. The purpose of this correspondence is to advise you that your performance is currently below the 50% benchmark level in _____ performance elements, one of which is critical. This correspondence also provides you with a Performance Improvement Plan (PIP) to assist you in bringing your performance up to an acceptable level and alert you to possible actions that will be required if your performance does not improve to an acceptable level.

2. You initialed your Performance Plan on _____ indicating your receipt and acknowledgement of the performance objectives and the weights assigned to each rating element. On _____, you received your mid-point counseling during which specific deficiencies were outlined and training was arranged to assist you in these areas. You were advised that your rating of _____ reflected a 50% in technical competence and that as of _____ you were attaining a rating of less than 50%. You were also advised that if this continued, you would fail the critical element of Technical Competence and probably other elements (e.g., Management of Time and Resources and Cooperation) as well. The following training was provided to you: _____. Despite receiving this training, your performance did not improve. Consequently, for the performance rating period 01 Oct 99 to 30 Sep 00, you received failing scores in the elements of Technical Competence, Cooperation, Communication, and Management of Time and Resources. Of these, Technical Competence is a critical element. To date, your performance has not improved and you are again in danger of failing in the elements of Technical Competence (critical), Cooperation, Communication, and Management of Time and Resources.

3. The performance objectives which you failed and a description of your unsuccessful performance follows:

a. Performance Objective #1:

(1) Objective:

(2) Description of unsuccessful performance

b. Performance Objective #2:

(1) Objective:

(2) Description of unsuccessful performance:

c. Performance Objective #3:

4. I am providing you with a 120-day opportunity period in which you must demonstrate performance at a minimum of the 50% level for the performance elements contained in your performance plan. During this period, I will provide you with added assistance and counseling as necessary. In order to improve your performance to an acceptable level, you must immediately begin to follow and adhere to the performance improvement plan provided below. The following specifies the necessary steps you must take to achieve an acceptable level of performance.

a. Objective # 1:

(1) Technical Competence: _____Suspense:

(2) Cooperation: _____Suspense:

(3) Communication: _____Suspense:

(4) Management of Time and Resources:

b. Objective # 2:

(1) Technical Competence:

Suspense: 1April 2001.

(2) Cooperation: Accept personal responsibility for task and show appropriate respect and courtesy to supervisors, team leaders, co-workers and customers.

(3) Communication: Convey oral and written ideas and information in a clear and concise manner; listen effectively in order to minimize repeat directions/additional guidance.

(4) Management of Time and Resources: Complete work on time or with no unacceptable delays.

5. All objectives and performance elements will be judged against the benchmark standard. Minimum acceptable performance is at the 50% level and requires that performance objectives applicable to the element being rated were accomplished, were mostly reliable, and delivered without unacceptable delays. Procedures were minimally correct and problems were dealt with satisfactorily. Attained performance objectives using work methodology that demonstrated a

reasonable degree of cooperation with others with clear and concise written and oral communications.

6. During the allotted opportunity period, you will be responsible for performing all the objectives in your Performance Plan. By the end of the opportunity period, I expect you to perform at a level of independence that does not require constant oversight. Unless your performance improves so that you receive an average score of 50% for all rating elements and a score of at least 50% for the critical element of Technical Competence, I will have no choice but to propose appropriate follow-on action such as change to a lower pay band/occupational family, reduction in pay within your current pay band, or removal from the Federal Service in accordance with the provisions of Section III.C.3.c of the Federal Register, Vol. 63, No. 42, dated 4 Mar 98 and ARL Memorandum 690-42 dated 28 August 2000. Additionally, you are advised that if your performance improves by the end of the opportunity period, but is not sustained for the one-year period following the start of the opportunity to improve, action may be taken without affording you an additional opportunity to improve.

7. To assist you in meeting the requirements of this memo, I have scheduled the following counseling sessions. At these sessions, please be prepared to discuss your progress in meeting the above stated goals/objectives. Your team leader, _____, will also attend these sessions. Additional sessions may be called as needed.

- a. 18 April 01 at 1300 in my office
- b. 2 May 01 at 1300 in my office
- c. 23 May 01 at 1300 in my office
- d. 11 June 01 at 1300 in my office
- e. 2 July 01 at 1300 in my office
- f. 18 July 01 at 1300 in my office

8. If you believe your unsuccessful performance may be caused by personal, physical, or medical problems; substance abuse; and/or other reasons not directly related to the duties of your position, you are advised and strongly encouraged to use the services of the Employee Assistance program at Aberdeen Proving Ground. The service is available, free of charge in Building 2754. This program is designed to assist employees with problems and refer them to sources within the community that offer treatment or rehabilitative care. For additional information regarding this service, contact Mr. Paul Papp at 410-278-3137.

9. I expect you to fully comply with this memorandum and encourage you to make every effort to improve performance. I will be available to assist you at your request to bring your performance up to an acceptable level.

10. Please sign a copy of this memorandum, which serves only to acknowledge your receipt of this notice.

SUPERVISOR

Receipt Acknowledged: _____
EMPLOYEE Date